# MLTI Participation Packet 2015

For more information, please visit:
http://www.maine.gov/mlti/deployment

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# MLTI HP Primary Solution

## THIS PACKET CONTAINS:
Instructions
MLTI Program Description
Student and Staff Eligibility Guidelines
Participation and Funding Information
*MLTI Participation Form 2015*
*MLTI Shipping Information*

# *Instructions*

Form Submission Deadline*: June 1, 2015 – 5PM

Anticipated Equipment Shipments: mid July 2015

(*) Forms to Submit:

1. MLTI Participation Agreement (page 14 of this document)
    a. Requires Superintendent signature

2. MLTI Device Order Form
    a. Requires Superintendent signature
    b. Download Order Form specific to your chosen MLTI4 solution at
       www.maine.gov/mlti/deployment
        i. If you are unsure which form is the correct form, please contact the DOE MLTI Project
           Office at mlti.project@maine.gov or 207-624-6746.

    If you are unsure which form is the correct form, please contact the DOE MLTI Project Office at
    mlti.project@maine.gov or 207-624-6746.

3. MLTI Shipping Information
    a. Specify the technical contact person who will be available for delivery of your MLTI
       order (page 15 of this document)

Forms should be returned to the Department of Education via Fax 877-494-MLTI (6584) or mail:

    **Department of Education**
    **State House Station 23**
    **Augusta, ME 04333-0023**
    **ATTN: MLTI PROJECT OFFICE**

**Once your forms are submitted, the MLTI Team will send a confirmation email to the
Superintendent confirming receipt and to validate the information on the forms.**

# MLTI Program Description

## Goals
The MLTI goals remain:
- Equity
- Integration with Maine's Learning Results
- Sustainability / Avoiding Obsolescence
- Teacher Preparation and Professional Development
- Economic Development

At a school and classroom level, these goals can be translated into the following goals:
- Changing teacher practices in ways that leverage technology to facilitate a student-centered learning environment
- Active participation in on-going professional development efforts.

# *Professional Development*

Hewlett Packard (HP), in collaboration with Education Networks of America (ENA), has designed an overall Professional Development Plan (PDP) specifically to address transforming education and the classroom experience. This PDP acknowledges that educator and leader adoption of technology instruction and skill levels vary widely, so HP has carefully selected a robust variety of professional development offerings. These offerings meet the learning needs of novice to experienced technology users while providing a diversity of professional development opportunities. This diversity ensures sustainability and supports expansion of various educator and leader capabilities around effective instruction for teaching and learning in a 1:1 environment.

## *Professional Development Partners and Delivery Modes*
The PDP leverages the skills and experience of seasoned professional development partners with a long-term commitment to education. It includes state-level consulting, leader-led or train-the-trainer workshops, online facilitator-led or self-paced classes, video tutorials, webinars, and a robust selection of online resources to meet the needs and learning styles of educators and leader learners. Professional development partners include: HP, Microsoft, Intel, McREL, Atomic Learning, ClassLink and Common Sense Media, with ENA providing project management services.

## *Summary of Leader-Led Facilitated Professional Development Offerings*
Leader-led workshops and training sessions for educators, leaders, and technology administrators will be delivered over a four-year period. This will include:
- Intel and/or Microsoft workshops for novice, intermediate and advanced users;
- ClassLink workshops;
- HP technical workshops; and
- McREL advanced 1:1 technology integration and quality instructional strategies workshops for mentor educators and leaders.

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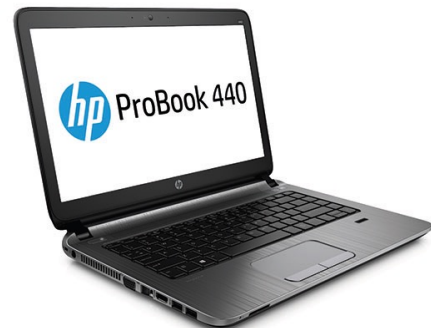### Summary of Online Self-Paced Professional Development Offerings

The PDP offers a broad selection of online resources and self-paced training provided with all HP devices.  Online resources included are:

- Atomic Learning Integrate and Mobilize tutorials
- Common Sense Media K-12 Digital Literacy and Citizenship Project and Learning Ratings for Educators courses and resources
- Intel Teach Elements Series
- Education and Engage Community courses and Network courses and communities.

# Personal Digital Device
### HP ProBook 440 G2 Notebook

The HP ProBook 440 G2 is a notebook optimized for Windows 7 Professional (available through downgrade rights from Windows 8.1 Pro). The custom solution for MLTI is configured with a 4th Generation Intel Core i3 processor, 4GB of memory, a 500 GB hard drive, wired and wireless network connections, and additional ports for expansion. HP includes protection tools like HP 3D DriveGuard, HP BIOS Protection, and embedded TPM 1.2. This device has experienced 115,000 hours of demanding performance testing to help ensure reliability. It includes a full sized spill resistant keyboard and touchpad with a scroll zone and gesture support. It is field serviceable and can be repaired for in warranty work, with options to repair out of warranty needs as well. It is configured with a 4-cell (40 WHr) HP Long Life Lithium-Ion battery that can be screwed in place or left to be swappable if not charged by the student at home. Fully charged, the notebook will last a full school day. Fast Charge will recharge the battery up to 90% within 90 minutes when the system is off. The battery can be recharged by the student at home or elsewhere, and/or charged using an external battery charger or multi-unit recharger at a school. Allocation of charging stations will be based on school size, and districts will be able to work with MLTI to optimize the number of stations per location. These charging stations will include spare batteries.

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# *Wireless Network*

Included in the MLTI service is a new wireless infrastructure that is optimal for supporting 1:1 initiatives. Hewlett Packard (HP) and Education Networks of America (ENA), in collaboration with the Maine Department of Education, will provide a fully managed wireless service that includes the following:
- all new access points
- Power over Ethernet switches
- high capacity bandwidth between the local area network and the wireless network
- necessary wireless site surveys, design, and implementation

The MLTI wireless service also includes on-line reporting as well as custom security and network configurations for each school.  This ensures the wireless service can best fit the 1:1 and other digital learning initiatives of each district.

The MLTI wireless service includes high capacity wireless coverage for all classrooms and instructional areas, as well as for gymnasiums, auditoriums, cafeterias, libraries and administrative areas including the main office of each school.  The service is tuned to provide excellent coverage for the HP personal computing device, and also allows guest or BYOD access for any standards-based wireless LAN device. Beyond the initial implementation all ongoing design, support, monitoring, and maintenance including replacement of any degraded or failed components is included in the service.

The wireless service provided by MLTI utilizes ENA's highly available, geographically redundant datacenters for cloud-based wireless management and control.  Each MLTI wireless implementation is designed to function seamlessly with the local area network.  Service includes upgraded switches and 10/100/1000 Mbps handoffs, greatly increasing throughput between the WLAN and local area network.

## *Wireless Network Equipment*

Wireless access points and switch gear with mesh networking and controller-less architecture for industry leading uptime and auto-recovery.
- Full 802.1a/b/g/n 2.4Ghz and 5Ghz wireless networking
- 2x2x2 and 3x3x3 MIMO spatial streams
- Power over Ethernet (POE) capable (802.3af) Ethernet ports
- Enterprise-class gigabit switching with on-demand provisioning

Connectivity
- CAT 5e cabling for seamless integration to customer's LAN
- Singular or multiple 1Gbps connections between wireless infrastructure and Local Area Network (LAN)
- Power over Ethernet (PoE) and wired Ethernet connections
- Full integration with customer's Local Area Network (LAN) for access to local resources such printers and file servers as required

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### *Wireless Managed Service*

The MLTI service model is an Infrastructure as a Service (IaaS) solution designed and optimized to provide a complete turnkey wireless networking solution.

- Help Desk with proactive monitoring, maintenance, recovery and replacement initiatives, available Monday through Friday, 6:00 a.m. to 10:00 p.m.
- Full design support, site survey, network mapping, integration testing, and installation of the managed wireless networking solution
- On-demand software updates to all ENA-owned components of the service
- All necessary wireless security, policy design, and on-boarding implementation
- Comprehensive online visibility for authorized technology staff, including:
    - Data Usage – Usage differentiated by bandwidth, SSID, and AP's
    - Top 10 – Top usage for Users, AP's, and Devices
    - Applications – Top applications in use
    - OS – Top operating systems in use
    - Intuitive Date Tool and Site Selection functionality
    - Advanced graphing engine with hover, zoom, and export features

# *Communication and Collaboration*

The MLTI device is configured with standards-compliant wireless and wired network access. Students and teachers can connect to the Internet from home or other locations via a local ISP account.

## Tools Supporting Anytime Anywhere Learning

*ClassLink LaunchPad*
ClassLink's LaunchPad product is included with each HP MLTI device. LaunchPad is the student and teacher's personalized cloud desktop that gives access to schoolwork from anywhere, reinventing the experience of instructional technology. LaunchPad delivers access to files (both in the 3GB ClassLink storage area and for configured district- and school-based file servers), school software and powerful collaboration tools both within the school and when working outside the school.

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*Office 365*
Microsoft's cloud based service, Office 365 for Education will extend the power of Windows and Office Professional.  This product enables schools to create experiences that help students and teachers to easily connect with each other, collaborate on assignments and form new ideas all within a browser.

*Productivity, Communication and Storage Solutions*
Each user will received a 25GB email/calendaring inbox, 7GB of synchronized storage, Office Web Apps for web-based collaboration of Office documents and an individual web presentation subscription (Lync) for IM, VOIP calls, Video calls and group discussion. Additionally, each District will receive up to 25TB of pooled storage to be allocated via the web administrator console by the District's I.T. team. Exchange Online, Lync Online, SharePoint Online, SkyDrive Pro and Office WebApps can be enabled at the District's discretion altogether, individually or any combination best suited to the District's needs.

# *Warranty and Support*

MLTI provides managed services, which cover the portable computing device for four years. This custom support and maintenance covers parts and labor in support of the functionality of the portable device under normal wear as well as coverage for defective units. To meet availability and timely replacement requirements this custom support utilizes two strategies: "hot-spare replacement units" and a "return to repair" depot. Hot-spare units will be supplied in the same configuration as the regular student devices. End user replaceable parts like keyboard, mouse, battery and power bricks will also be available to school districts. The primary 4-cell battery and replacement batteries carry a one-year limited warranty. The battery charging stations are covered under warranty as a part of the managed services supplied.

HP is providing multiple ways for portable computing devices to be updated and re-imaged.  USB drives containing the current Master OS Image and are provided for manually re-imaging devices. In addition, each device is equipped with our remote monitoring and management system, which provides a hands-free option. This latter approach, a cloud-based, over-the-air service, continually monitors all managed devices and checks for relevant software updates that are then automatically applied to each machine. This dual system provides the following options when updating or installing software:
- The Master OS image can be installed manually by restoring the image from the USB drive;
- Updates and local software titles can be installed automatically by pushing software through the HP system directly and immediately onto the device.

Local software titles will be considered for inclusion in the base image as part of the annual software update process.

Further technical support can be accessed through HP's Help Desk, available Mondays through Fridays, from 6:00 AM to 10:00 PM.  A toll-free number for this service will be provided to the local Technology Lead. The Technology Lead is expected to be the first point of contact for students and teachers before the Help Desk is called to ensure coordination of resolution activities. Once a call has been put through, incidents that cannot be resolved remotely will be escalated to the appropriate support team and dealt with in a timely fashion. Any MLTI user may call the Help Desk, however escalations may only be initiated by the Technology Lead.

## *HP Probook 440 G2 Information*

**Processor and Memory**
• 4th Generation Intel® Core™ i3-4005U
  (1.7GHz, 3 MB L3 cache, 2 cores) with
  integrated Intel HD Graphics 4400
• 4GB 1600MHz DDR3L 1DM  (additional
  DIMM slot for future expandability to 8GB)

**Storage/Drives**
• 500GB 5400 rpm SMART SATA HDD
  (includes HP 3D DriveGuard)
• 1TB Cloud storage on Office 365
• DVD+/-RW SuperMulti DL Drive – Teacher
  device only

**Ports/Slots**
• VGA Port - supports resolutions up to
  2048x1536 external resolution @ 50 Hz
• RJ-45 Ethernet port (with 2 lights)
• HDMI - supports direct connection to high-
  definition displays w/up to 1920 x 1200@60Hz
  res & 7-channel audio
• USB (4 total) USB 3.0 ports (2) and USB 2.0
  ports (2)
• Multi Media Reader Slot supporting SD,
  SDHC, and SDXC

**Networking/Communications**
• Realtek 10/100/1000 Ethernet Controller
• Realtek 802.11 b/g/n (1x1) with Bluetooth®
  v4.0 combo Wireless LAN

**Display**
• 14" diagonal LED-backlit HD anti-glare (1366
  x 768)

**Keyboards/Pointing Devices/Buttons &
  Function Keys**
• Spill-resistant 101/102-key compatible
  keyboard, with a thin layer of Mylar film
  underneath the keys

• Touchpad with gestures support, on/off button
  with LED indicator, two-way scroll, two pick
  buttons
• Launch buttons for wireless on/off and speaker
  mute. Function keys include: standby mode,
  display brightness, external display,
  microphone mute, volume down, and volume
  up, editing keys, both left and right control and
  alt keys

**Audio**
• DTS Sound+
• Integrated stereo speakers
• Integrated dual-microphone array
• Headphone/Microphone combo jack

**Webcam**
• 720p HD webcam
• HD format (widescreen)
• Supports videoconferencing (non-HD) and still
  image capture
• High quality fixed focus lens Video capture at
  various resolutions up to 1280x720 resolution
  (720p) and up to 30fps
• M-JPEG compression supports higher frame
  rates for video capture and videoconferencing
  Improved low light sensitivity

**Battery/Power**
• HP 4-cell Lithium-Ion Battery (40 WHr Long
  Life) – Includes Fast Charge technology
• External 65W HP Smart AC Adapter w/1.0
  meter power cord

**Dimensions**
• Height: 0.91 inches
• Width: 13.35 inches
• Depth: 9.61 inches
• Weight: 4.49 pounds - Teacher device and 4.24
  pounds – Student device

The following list of software titles are preloaded onto the MLTI devices.  Additional software and applications are available at the Windows and Office Store if desired.

| | |
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| Windows® 7 | Microsoft's latest operating systems. Included with Windows are popular tools for the classroom such as: calculator with scientific, statistics, programmer and unit conversions, Snipping Tool, Photo and Video Galleries, ClearType, Sticky Notes, integrated desktop search and more. Future upgrades available under MLTI. Accessibility details may be found at: www.microsoft.com/enable |
| Office Professional 2013 | World's most widely used suite of desktop productivity applications.  Future upgrades available under MLTI |
| Access 2013 | Database for design, ceration, data, analysis, templates, development, simulations, programming, forms, reporting and more. |
| Word 2013 | Robust word processing tool, including writing, editing, managing citations, spelling and grammar check, data visualization and more. |
| Excel 2013 | Spreadsheet application consisting of commonly used formulas and data analysis tools teachers and students are expected to know how to use. |
| Lync | Instant Messaging, Presence, peer-to-peer audio/video calling, webinar engine for presentations and distance learning |
| PowerPoint 2013 | Presentation application, supporting academic and scholarly presentations with the use of slides, multimedia and interactive content, audio/video capabilities, data visualization and more. |
| Publisher 2013 | Desktop publishing application with emphasis on page layout and graphic design |
| Outlook 2013 | Robert communications client for managing email, calendar, tasks, contacts, notes and journals trough unified interface. Also allows for shared calendar management, delegates, room scheduling, etc.. |
| OneNote | Every student and teacher's digital notebook with endless pages! Free-form note taking application that captures handwritten notes, typed notes, audio notes, drawings, screen clips. |
| Office 365 for Education (Cloud Service) | Microsoft's cloud-based service that provides anywhere access to Office-based applications and Office-based servers via browser and mobile devices. |
| Exchange Online | Enterprise class messaging and calendaring systems that provides 25GB inbox for all users |
| Office Web Apps | 'webified' companion to Office Professional rich client suite. Provides true fidelity viewing experience with core editing capabilities for Word, Excel, PowerPoint, OneNote and Outlook based files while enabling the user to freely share and collaborative, in real time in the documents with fellow students and/or colleagues all within the browser. |
| SharePoint Online | Classroom/teacher/team/department/school and/or student sites for online storage of documents, group collaboration and other portal needs. Every tenant receives 10GB of pooled storage plus 500MB per user up to 25TB of total online storage |
| Lync Online | Web conferencing for distance learning, connecting |

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| | classrooms across the state or across the world, broadcasting school committee meetings and recording for on-demand viewing |
| SkyDrive Pro | Synchronize personal files across multiple devices and with the 'cloud'. Share files and folders with fellow students and co-workers. Every users receives 7GB of online storage |
| Internet Explorer www.microsoft.com/ie | Microsoft's latest web browser leveraging HTML 5 for rich, dynamic web experiences |
| Digital Learning Suite http://www.pil-network.com/ | Packaged suite of 20 of the most popular teacher resources and classroom tools free for download via Microsoft's Partners in Learning network |
| Microsoft Movie Maker | Video editing offering ability to create, edit and publish videos in HD. |
| Microsoft Photo Gallery | Photo editing, organizing and sharing application |
| Microsoft Photosynth | Three dimension modeling of digital pictures leveraging pattern recognizing to create detailed, panoramic images allowing for intense zoom-in/zoom-out capabilities |
| Microsoft AutoCollage | Photomontage desktop application developed by Microsoft Research |
| Microsoft Songsmith | A musical accompaniment application for Windows that helps students 'find their spark'! Development by Microsoft Research Songsmith generates musical accompaniment after a voice is recorded. |
| Bing Maps for Office | Use location data from a given column and plot it on a Bing Map. Provides data visualization with ability to manipulate using Excel |
| Kodu | Visual Programming allowing children to program characters in a 3D world using rule-based system based on conditions and actions. |
| Microsoft Mathematics | Free download for Windows and plug in for Office that provides scientific and graphing calculator, unit converter, triangle solve and equation solver. Recipient of Award of Excellence from Tech & Learning Magazine |
| Math Worksheet Generator | Teachers can create their own Math worksheets using Word |
| Microsoft Chemistry Add-in for Word | Insert and modify chemical information, such as labels, formulas, and 2-D depictions, within Word. Create inline "chemical zones," and store and expose chemical information in a semantically rich manner |
| Sketchup Pro | 3D design software. Offered to MLTI by Google Inc. |
| IT Academy | Collection of applications designed to engage students in computational thinking. |
| Geobegra | Geometry visualization software that allows for both geometric and algebraic input and manipulations. |
| Career Forward | Application that gives students the opportunity to take certification exams that can result in industry recognized certifications and credentials. |
| DreamSpark | Application in which students can create an account and download additional software at no cost. |

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# Participation Information

Participation in the Maine Learning Technology Initiative (MLTI) is optional. Any Maine public school (including public charter schools) and any publicly supported secondary school (i.e. the Town Academies), hereafter collectively referred to as "public schools," may participate in MLTI.

A school that is eligible to participate in MLTI becomes a "participating school" by opting-in and entering into a MLTI Participation Agreement. Schools must opt in entire grade levels for a 1:1 solution. Middle Schools must opt in both 7 & 8th grades, while High Schools must opt in for 9-12 (high schools may stretch opt in over a 2 year period for financial purposes, as long as they opt in at least 50% of their students during the first year).

Opting in is a 4-year financial commitment from the district, and the district is committing to the solution (device, etc.) that they select for that 4-year period.

# Student Device Eligibility

All full or part-time enrolled students at participating schools (grades PreK-12) that fulfill the MLTI participation agreement are eligible to receive an MLTI device. Part-time is defined as being enrolled in at least one course at the school, this includes homeschooled children officially enrolled for at least one course.

Students who are partially or fully enrolled in a participating school, but receive some or all of their educational services in an alternate facility or program, should be issued a device from their enrolling school, provided that the school is participating in the MLTI 1:1 program.

Some students' specific identified needs (typically outlined in an Individualized Education Plan and assessed through a formal needs assessment) may preclude the use of the MLTI device. In some instances the Department may be able to provide assistance to the school to acquire appropriate assistive technology. Schools should contact the MLTI Project Office directly when the MLTI device does not meet the needs of a student.

Schools may be eligible for funding support for some of their student device seats (see Funding Eligibility below).

# Staff Device Eligibility

All teachers and staff who work with participating grade levels at participating schools (grades PreK-12) that fulfill the MLTI participation agreement are eligible to receive an MLTI device. All Career and Technical Education Center instructors who work with students from MLTI participating schools are eligible to receive an MLTI device. Student teachers placed in a participating school in eligible roles as described in this paragraph are eligible for an MLTI device.

Schools may be eligible for funding support for some of their staff device seats and network costs (see Funding Eligibility below).

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# Funding Support Information

The Department of Education will provide funding support for Maine public school 7th and 8th-grade students, and Maine school 7th-12th grade funding-eligible staff (see below). All costs of MLTI in excess of the Department of Education contribution are the responsibility of the SAU/school.

# 7th & 8th Grade Student Funding Support

Maine Schools that implement an approved MLTI 1:1 solution for grades 7-8 will receive funding support from the Department of Education toward the cost of MLTI student device seats, up to the cost of implementing the MLTI Primary Solution (device and network seats) for all eligible students.

# Funding-Eligibility for Staff

For participating MLTI public 7-12th grade schools, the Department will provide funding support for certain funding-eligible staff members (device seats) in each school. Staff in PreK-6 grade schools are not eligible for funding support.

Please review the following guidelines to determine which of your school's staff are eligible to receive funding support for an MLTI device. The Department will not collect lists of eligible staff names, but participating schools should be prepared to provide that information at a later date if it becomes necessary for auditing purposes.

Funding-eligible staff includes the following:
- All certified teachers who teach 7th - 12th grade subjects including, but not limited to, mathematics, science, language arts, social studies, visual and performing arts, world languages, physical education, CTE teachers and/or special education teachers
- All certified 7th - 12th grade principals, CTE directors, special education directors, deans, assistant principals, assistant CTE directors, assistant deans, guidance counselors, librarians, technology integrators, and literacy specialists
- Licensed or certified physical therapists, occupational therapists, and speech therapists employed by the SAU and who serve participating students
- At the SAU level, all superintendents, assistant superintendents, and curriculum directors/coordinators

Each participating school may request one additional device for technology support staff image and configuration testing. This device is not intended to be used as a personal workstation.

Collectively across a SAU, the SAU may request one additional device per 300 devices deployed (minimum of 1) for use by technology support staff including a district Technology Director.

For staff not funding-eligible under these guidelines, schools may elect to order devices at local expense. Devices allocated for eligible staff may not be redeployed to ineligible staff members.

# 7th & 8th Grade Staff Funding Support

Maine Schools that implement an approved MLTI 1:1 solution for grades 7-8 will receive funding support from the Department of Education toward the cost of the MLTI, up to the cost of implementing the MLTI Primary Solution (device and network seats) for all funding-eligible staff.

# High School Staff Funding Support

Maine public High Schools that implement an approved MLTI 1:1 solution will receive funding support from the Department of Education up to the cost of implementing the MLTI Primary Solution for funding-eligible staff (device seats) and the wireless network (based on eligible student and staff seats).

To be eligible for this funding support, Maine public High Schools must implement an MLTI 1:1 program in grades 9-12, but may do so over 2 years. The high school must opt in the first year for at least 50% of its students, and must have its school board approve a resolution that ensures that the SAU and school board intends to seek funding to support expanding the 1:1 program to a 9-12 program in the next fiscal year.

# Maine CTE Staff Funding Support

Maine Career and Technical Education Centers (CTE) will receive funding support from the Department of Education up to the cost of implementing the MLTI Primary Solution for funding-eligible instructors (device seats) and the wireless network (based on student enrollment and staff seats). Since CTEs are not the primary enrollment for its students, the CTE is not required to implement a 1:1 program for its students.

# MLTI Participation Agreement

1. SAU agrees to deploy the MLTI devices in a 1:1 approach that provides every individual student a personal digital device to support his/her individual learning needs.
2. SAU agrees to host annual parent meeting(s) to orient parents on the program, goals, and expectations.
3. SAU agrees to address how MLTI will support its school and district goals in its Board-approved technology plan.
4. SAU agrees to implement and publish on its web site Board-approved policies and procedures including those that allow students to take the devices home to support his/her learning.
5. SAU agrees to implement and publish on its web site its Board-approved Acceptable Use Policy.
6. SAU agrees that any fee-based programs associated with MLTI (e.g. device protection plans) will be Board-approved and published on its web site.
7. SAU agrees to provide to the Department the URLs for its Board-approved MLTI-related policies (#4-6)
8. SAU agrees to implement Digital Citizenship and Internet Safety programs (e.g. Common Sense Media).
9. SAU agrees that Principals and/or Superintendents will participate each year in Department-sponsored, learning through technology-related professional development.
10. SAU agrees to support teacher participation each year in Department-sponsored, learning through technology-related professional development.
11. SAU agrees to take part in studies, surveys, etc. related to the MLTI (e.g. Bright Bytes).
12. SAU understands that all devices are leased by the State of Maine and that the equipment may only be used to support local 1:1 learning through technology for the opted-in grades in the school, and may not be loaned nor sub-leased to other grade levels or schools
13. SAU agrees to maintain the equipment in good working order.
14. SAU understands that payments made (as applicable) are to reimburse the Department for the cost of participating in the program, and are not considered payments toward ownership of any equipment provided by MLTI.
15. SAU understands that they are responsible for all applicable payments over the 4-year period and will pay MLTI invoices within 30 days.
16. SAU understands that the Department may make available to schools the opportunity to purchase equipment at the conclusion of the Department's lease if possible, but that the Department may elect to have schools return equipment do the DOE, if it is in the best interest of the State.
17. SAU agrees that it will not install unlicensed software or media on MLTI devices.
18. SAU agrees to use the MLTI repair depot or locally employ vendor certified technicians and abide by self-service account rules established by the device vendor for all warranty and out-of-warranty repairs of MLTI devices.
19. SAU agrees not to violate the manufacturer's warranty or the guidelines of the MLTI support program  (e.g repair devices using unauthorized methods, parts, or providers, alter or modify the installed wireless network for the term of the agreement).
19. SAU agrees to submit monthly reports detailing all repairs to the Department for all self-service repairs.
20. SAU understands that failing to return defective replacement parts in a reasonable timeframe can result in late fees and parts replacement costs. SAU agrees to pay late fees and replacement costs.
21. SAU agrees to include the MLTI equipment on its building catastrophic loss insurance plan.
22. SAU agrees to maintain accurate online asset records using the MLTI online asset management solution.
23. SAU agrees to follow Department policies and procedures for lost and stolen MLTI devices, including notifying the Department of missing devices as soon as they identify the device as actually missing and not simply misplaced.
24. SAU agrees to return extra devices as population decreases, and to request additional devices as population increases.

By signing below, you are acknowledging that you have read and understand the information in this packet. Additionally, you are accepting the responsibilities as outlined above for each participating school in the SAU to participate in the Maine Learning Technology Initiative for the school year beginning in the Fall of 2015 and ending in the Spring of 2019. Finally, you are approving and agreeing to pay the Department of Education any applicable costs as calculated in this packet.

_____          _____
SAU MEDMS ID # & Name                                                      Superintendent Email


_____          _____
Superintendent Signature                                                       Date

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# MLTI Shipping Information

PLEASE complete this form for each order submitted for the 2015-2019 MLTI Deployment.

It is critical to the timely delivery of your MLTI devices that the MLTI Team has accurate information on the school's deployment contact person and shipping arrangements.

Please answer every question, keeping in mind the delivery date range of mid to late July 2015. Someone will need to be available at the delivery location within this timeframe. The Tech Director or Tech Lead for the school is the preferred contact. However, if this person is not going to be available for the entire timeframe, please choose someone who will be available. There is space provided for special circumstances.

**Deployment Contact Information**
- Name: _____
- Email: _____
- Phone (cell preferred): _____
- Alternate phone number (if needed): _____
- School name and 4-digit school code: _____

Please enter the shipping address for the physical location (PO Boxes are not allowed):

- Shipping Address: _____
- Shipping Address 2: _____
- City/Town: _____
- Zip Code: _____

**Delivery Information**
- Does this location have a loading dock?                                      YES or NO
  - If yes, can the loading dock accommodate a full-sized 53' trailer?    YES or NO

- Does the delivery location require an appointment to schedule a delivery?    YES or NO

  - If yes, how far in advance does your appointment need to be scheduled?

  _____

- Delivery will be late-June to mid-July. Are there periods of time when the delivery can't be received?
                                                                              YES or NO
  - If yes, what time/date should be avoided?

  _____

- For the dates when the building is open, please choose the best time for delivery:

  ◉ 8:00AM – Noon          ◉ Noon – 4:00PM          ◉ No Preference

- Is there any other logistical information that would be helpful for the shippers to have?
  _____
  _____
  _____

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